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## **NOTICE TO CIGARETTE DISTRIBUTORS**

Maine Revenue Services is changing the way it processes CIGARETTE STAMP ORDER BLANKS and CIGARETTE TAX REFUND APPLICATIONS. Order Blanks and Refund Applications can no longer be completed by Maine Revenue Services personnel. Stamps or refunds will not be issued without the proper form being completed and signed. Order Blanks and Refund Applications must be completed by the Distributor and signed by a company representative. The forms can still be mailed, faxed, or brought with the courier at the time the stamps are picked up.

This policy will become effective with the filing period beginning July 1, 2004.

A blank Cigarette Stamp Order Blank and a blank Cigarette Tax Refund Application have been included in this mailing for your convenience. You may reproduce them as necessary. These documents are also available by calling Maine Revenue Services at (207) 624-9734, by writing to the Sales, Fuel & Special Tax Unit at the above address or on our website at <http://www.state.me.us/revenue/othertaxes/homepage.html>.